

MEDMS/FS – Getting Started

I. Login Procedure

Log in to MEDMS at <https://www.medms.maine.gov/MEDMS>. Select 'Financial' from MEDMS Application menu and 'View' from the Action menu.

Hint: At any time when logged into the application you can click on the context sensitive 'Help' link in the top right corner and open the web based online user guide in a new window.

Upon logging into MEDMS/FS, this is what the homepage screen page will look like:

The screenshot shows the MEDMS homepage. Annotations include:

- Underlined headings: Status, Upload Period, Num. Records, Errors, Warnings, File Type and Data submissions can be sorted by ascending or descending order** (points to the table headers).
- Click on down arrow to view and select different menu items** (points to the 'Menu' dropdown).
- Click on Help to view online user guide** (points to the 'Help' link).
- Logoff button** (points to the 'Logoff' link).
- Link to MEDMS Application** (points to the 'MEDMS Application' link).
- Blue and underlined text is a hyperlink** (points to the 'Details' link in the table).

The table 'Latest Submissions' contains the following data:

	Status	Upload Period	Num. Records	Errors	Warnings	File Type	Date Submitted
Details	Failed	Q1 2006	59	49	0	Actual - Balance Sheet	10/31/2006 9:58:06 AM
Details	Failed	Q1 2006	345	337	49	Actual - Expenditure	10/31/2006 10:13:12 AM
Details	Failed	Q1 2006	33	20	0	Actual - Revenue	10/31/2006 10:29:37 AM
Details	Failed	Q1 2006	27	44	0	Budget - Balance Sheet	10/31/2006 10:29:38 AM
Details	Failed	Q1 2006	345	355	51	Budget - Expenditure	10/31/2006 10:29:39 AM
Details	Failed	Q1 2006	33	20	0	Budget - Revenue	10/31/2006 10:29:50 AM
Details	Draft	Q1 2006				Actual - Balance Sheet	11/6/2006 4:35:02 PM
Details	Pending	Q2 2006	2	0	2	Budget - Expenditure	11/6/2006 5:00:31 PM
Details	Pending	Q1 2006	1	0	1	Budget - Expenditure	11/6/2006 6:59:09 PM
Details	Pending	Q1 2006	2	0	2	Budget - Expenditure	11/7/2006 3:02:46 PM

Click on the Go button to populate the submenus. The four categories are

1. Financial Submissions
2. Home Page
3. Reports
4. Maintenance

II. Navigation through sub menu items

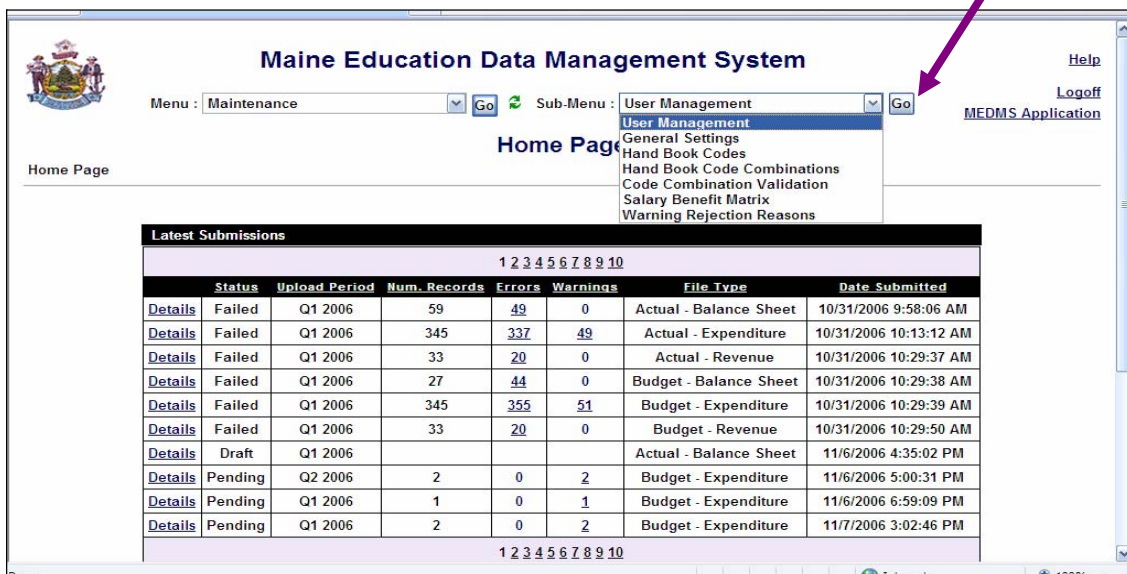
A. Maintenance – Used for the administrative settings and defines parameters and statewide constants for the data the user enters in MEDMS/FS.

The Maintenance Sub Menu includes the following:

- User Management
- General Settings
- Hand Book Codes
- Hand Book Combinations
- Code Combination Validation
- Salary Benefit Matrix

Click on the GO button to populate the sub menu items

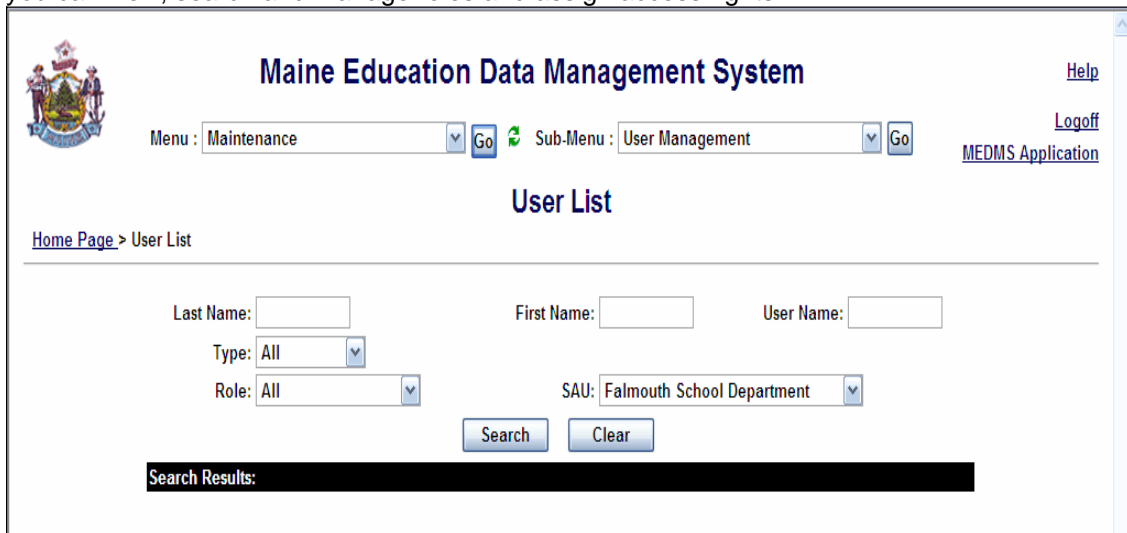
Maintenance sub-menu:



	Status	Upload Period	Num. Records	Errors	Warnings	File Type	Date Submitted
Details	Failed	Q1 2006	59	49	0	Actual - Balance Sheet	10/31/2006 9:58:06 AM
Details	Failed	Q1 2006	345	337	49	Actual - Expenditure	10/31/2006 10:13:12 AM
Details	Failed	Q1 2006	33	20	0	Actual - Revenue	10/31/2006 10:29:37 AM
Details	Failed	Q1 2006	27	44	0	Budget - Balance Sheet	10/31/2006 10:29:38 AM
Details	Failed	Q1 2006	345	355	51	Budget - Expenditure	10/31/2006 10:29:39 AM
Details	Failed	Q1 2006	33	20	0	Budget - Revenue	10/31/2006 10:29:50 AM
Details	Draft	Q1 2006				Actual - Balance Sheet	11/6/2006 4:35:02 PM
Details	Pending	Q2 2006	2	0	2	Budget - Expenditure	11/6/2006 5:00:31 PM
Details	Pending	Q1 2006	1	0	1	Budget - Expenditure	11/6/2006 6:59:09 PM
Details	Pending	Q1 2006	2	0	2	Budget - Expenditure	11/7/2006 3:02:46 PM

B. User Management

Menu → Maintenance → Click Go. From the sub-Menu, select User Management → Go. Here you can view, search and manage roles and assign access rights.



	Status	Upload Period	Num. Records	Errors	Warnings	File Type	Date Submitted
Details	Failed	Q1 2006	59	49	0	Actual - Balance Sheet	10/31/2006 9:58:06 AM
Details	Failed	Q1 2006	345	337	49	Actual - Expenditure	10/31/2006 10:13:12 AM
Details	Failed	Q1 2006	33	20	0	Actual - Revenue	10/31/2006 10:29:37 AM
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Details	Failed	Q1 2006	33	20	0	Budget - Revenue	10/31/2006 10:29:50 AM
Details	Draft	Q1 2006				Actual - Balance Sheet	11/6/2006 4:35:02 PM
Details	Pending	Q2 2006	2	0	2	Budget - Expenditure	11/6/2006 5:00:31 PM
Details	Pending	Q1 2006	1	0	1	Budget - Expenditure	11/6/2006 6:59:09 PM
Details	Pending	Q1 2006	2	0	2	Budget - Expenditure	11/7/2006 3:02:46 PM

C. General Settings

Menu → Maintenance → Click Go. From the sub-Menu, select General Settings → Go. General Settings displays the submission date ranges for budget and actual data.

The screenshot shows the 'Maine Education Data Management System' interface. The top navigation bar includes a logo, the system name, and links for 'Help', 'Logoff', and 'MEDMS Application'. The main menu is set to 'Maintenance' and the sub-menu to 'General Settings'. Below the navigation bar, the page title is 'General Settings'. A note indicates that an asterisk (*) denotes required fields. The 'Fiscal Year' is set to 2007. Two tables are displayed: 'BUDGET DATA SUBMISSION DATES' and 'ACTUAL DATA SUBMISSION DATES'. The first table shows a period of 2007 with begin and end dates. The second table shows four quarters with their respective begin and end dates. At the bottom, there is a section for 'Federal Report Values'.

BUDGET DATA SUBMISSION DATES		
Period	Begin Date	End Date
2007	* 07/01/2006	* 06/30/2007

ACTUAL DATA SUBMISSION DATES		
Period	Begin Date	End Date
* Quarter 1	* 07/01/2006	* 09/30/2006
* Quarter 2	* 10/01/2006	* 12/31/2006
* Quarter 3	* 01/01/2007	* 03/31/2007
* Quarter 4	* 04/01/2007	* 06/30/2007

D. Hand Book Codes

Menu → Maintenance → Click on Go. From the Sub-Menu, select Hand Book Codes → Go. Here you will be able to view, search and add code extensions.

The screenshot shows the 'Maine Education Data Management System' interface for the 'Handbook Codes List'. The top navigation bar is the same as in the previous screenshot. The main menu is set to 'Maintenance' and the sub-menu to 'Hand Book Codes'. Below the navigation bar, the page title is 'Handbook Codes List'. There are search filters for 'Code Level' (set to All), 'SAU' (set to Falmouth School Department), 'Code Type' (set to All), 'Code From', and 'To'. A 'Title' field is also present. Below these filters are 'Search' and 'Clear' buttons. At the bottom, there is an 'Add Code Extension' button. A purple arrow points from a text box on the right to this button. Below the buttons is a 'Search Results:' section.

Code Level: All SAU: Falmouth School Department
Code Type: All Code From: To:
Title:

Search Clear

Add Code Extension

Search Results:

Click on Add
Code
extension to
create codes

E. Hand Book Combination List

Menu → Maintenance → Click on Go. From the Sub-Menu, select Hand Book Combination List → Go. SAU users can only search Hand Book Code Combinations and view their details.

Note: The most recent pending list of codes submitted for approval is displayed at the bottom of the Home Page.

The screenshot shows the MEDMS interface. At the top, the title "Maine Education Data Management System" is displayed. Below it, the "Menu" is set to "Maintenance" and the "Sub-Menu" is set to "Hand Book Code Combinations". The "Go" button is highlighted. The "Type" is set to "Expenditure". The "SAU" is set to "Falmouth School Department". The "Code Level" is set to "All". The "Fund From" field is highlighted with a tooltip that says "Fund Code From". The "Program From", "Function From", "Object From", and "Cost Center From" fields are empty. The "Expense Title" field is empty. The "Search" and "Clear" buttons are at the bottom. The "Search Results" section is empty.

F. Code Combination Validation

Menu → Maintenance → Click on Go. From the Sub-Menu, select Code Combination Validation → Go. The validation rules between two codes and their combinations are defined in the code combination validation list. SAU users can only search Code Combination Validation.

The screenshot shows the MEDMS interface. At the top, the title "Maine Education Data Management System" is displayed. Below it, the "Menu" is set to "Maintenance" and the "Sub-Menu" is set to "Code Combination Validation". The "Go" button is highlighted. The "Type" is set to "Function - Cost Center". The "Function From" and "Cost Center From" fields are empty. The "Exclusion Rule" is set to "Both". The "Search" and "Clear" buttons are at the bottom. The "Search Results" section is empty.

G. Salary Benefit Matrix

Menu → Maintenance → Click on Go. From the Sub-Menu, select Salary Benefit Matrix → Go. The salary benefit Matrix shows the relationship between what benefits codes must be reported along with which salary codes. SAU users can only search Salary Benefits Codes and view their details.

The screenshot shows the 'Maine Education Data Management System' interface. At the top, there is a logo on the left and navigation links for 'Help', 'Logoff', and 'MEDMS Application' on the right. Below the logo, a 'Menu' dropdown is set to 'Maintenance' with a 'Go' button. A 'Sub-Menu' dropdown is set to 'Salary Benefit Matrix' with a 'Go' button. The page title is 'Salary Benefit List'. Below this, there is a breadcrumb link 'Home Page > Salary Benefit List'. The main content area contains search filters: 'Salary From:' and 'Salary To:' text boxes, 'Benefit From:' and 'Benefit To:' text boxes, and a 'Required:' dropdown menu set to 'Both'. There are 'Search' and 'Clear' buttons. Below the filters, a message states 'Search Results: 135 record(s) found.' followed by a pagination bar with links 1 through 10 and an 'All' link. A table displays the search results with columns: 'Salary From', 'Salary To', 'Benefit From', 'Benefit To', and 'Required'. The table contains 7 rows of data.

Salary From	Salary To	Benefit From	Benefit To	Required
1010	1019	2010	2019	Y
1010	1019	2110	2110	N
1010	1019	2111	2111	N
1010	1019	2210	2219	N
1010	1019	2310	2319	Y
1010	1019	2610	2619	N
1010	1019	2710	2719	N

III. Financial Submissions

Path: Menu → Financial Submissions then Click Go. The Sub Menu options are populated. Financial Submissions deals with **File Uploads**, **Manual Data Entry** via web forms and the **File Submission Details**.

Submissions are possible via two methods:

- 1) File Uploads
- 2) Manual Financial Data Submission

The file can have one of the following statuses upon submission:

- **Draft** – This implies that the file is created online. It has not been finalized nor submitted.
- **Submitted** – The file has successfully reached the State authority.
- **Pending** – The file needs review by the State Authority.
- **Blocked** – If the file is submitted after the scheduled file accepting period, it is blocked and needs action by the State authority.
- **Blocked Override** - The block preventing the submission from being processed has been removed. The file is now waiting to be picked up for processing.
- **Approved** – The file contents have been verified and accepted by the State authority.
- **Rejected** – The file has been rejected by the State authority.
- **Failed** - The submission contained errors and must be corrected and resubmitted.
- **Completed** - The file has been signed off by the SAU and migrated over to the data warehouse and the data is available for reporting.

A. Method I: Financial Submissions – File Uploads

To upload files do the following:

Menu → Financial Submissions → Click Go. Then From the Sub Menu → Select File Uploads → Go. The File Upload screen is displayed.

The files that are uploaded by the SAU are:

- BudgetRevenue.txt
- BudgetExpenditure.txt
- BudgetBalanceSheet.txt
- ActualRevenue.txt
- ActualExpenditure.txt
- ActualBalanceSheet.txt

The SAU can upload one or multiple files at a time.

To upload any file, click the corresponding Browse to attach the file. The Choose File dialog box is displayed, navigate and locate the file. Click Open (the selected file is displayed) and then click submit.

B. Method II: Financial Data Submissions – Manual Entry

Menu → Financial Submissions → Click Go. Then From the Sub Menu → Select Financial Data submissions → Go. The File Submission List screen is displayed.

Click on the Add Submission to submit a file.

Status	Upload Period	Num. Records	Errors	Warnings	File Type	Date Submitted
Failed	Q1 2006	59	49	0	Actual - Balance Sheet	10/31/2006 9:58:06 AM
Failed	Q1 2006	345	337	49	Actual - Expenditure	10/31/2006 10:13:12 AM

Once you click the Add Submission button you will be directed to the File Submission Detail Screen. Now select the Submission Type, Upload Period Quarter and Fiscal Year and then click on Continue.

Maine Education Data Management System

Menu : Financial Submissions Go Sub-Menu : Financial Data Submissions Go

File Submission Detail

[File Submission List](#) > File Submission Detail

Continue Reset Exit Accounting Handbook

* Indicates a required field.

* Submission Type: Actual - Balance Sheet
 * Status: Actual - Balance Sheet
 Actual - Expenditure
 Actual - Revenue
 Budget - Balance Sheet
 Budget - Expenditure
 Budget - Revenue

* Upload Period: Quarter: 1
 Fiscal Year: 2006

Choose Quarter
 Choose Year

[File Submission List](#) > File Submission Detail

Upon clicking continue you will be directed to the screen below, where you can input data. Please note that you will have to create all records by selecting Add Record. In the following quarters when you would like to submit a file, the line items will be carried forward and you will only have to enter the amounts.

Maine Education Data Management System

Menu : Financial Submissions Go Sub-Menu : Financial Data Submissions Go

File Submission Detail

[File Submission List](#) > File Submission Detail

Save Delete Submit Back Accounting Handbook

* Indicates a required field.

Submission Type: Actual - Expenditure Upload Period: Quarter: 1
 Status: Draft Fiscal Year: 2006

Add Record

Fund Code	Program Code	Function Code	Object Code	Cost Center	* Amount	Title	
100	0000	2300	1180	90		Secretary Salary	Delete
100	0000	2300	3450	90		Legal fees	Delete
100	0000	2300	2040	90		Superintendent Benefits	Delete
100	0000	2300	1040	90		Superintendent Salary	Delete

javascript:___doPostBack('__ctl0\$MiddleContent\$grdExpenditure2','Sort\$FundCode')

Internet 100%

IV. File Warnings/Errors

A. Warnings

During the file upload process, if there are situations that raise warnings in MEDMS/FS, they are displayed in the File Submission Warning List screen. If you click the hyperlink in the Warnings column on the Home Page screen, the File Submission Warning List screen is displayed. This screen may also be accessed from the File Submission List screen.

The screenshot shows the 'Maine Education Data Management System' interface. At the top, there is a logo on the left, the system name in the center, and links for 'Help', 'Logoff', and 'MEDMS Application' on the right. Below this is a navigation bar with 'Menu : Home Page' and 'Sub.Menu :'. The main heading is 'File Submission Warning List'. A breadcrumb trail reads 'File Submission List > File Submission Detail > File Submission Warning List'. A 'Back' button is located below the breadcrumb. The central area displays submission details: 'SAU: Falmouth School Department', 'Submission Type: Actual - Expenditure', 'Status: Pending', 'Upload Period: Quarter: 1', 'Fiscal Year: 2006', 'Num. Records: 4', 'Errors: 0', 'Warnings: 1', 'Date Submitted: 1/10/2007 1:29:23 PM', and 'Submitted By: SAU'. Below these details is a 'Warning:' dropdown menu set to 'All' and a 'Search' button. A black banner indicates 'Search Results: 1 record(s) found.' Below this is a table with the following data:

Fund	Program	Function	Object	Cost Center	Amount	Title	Reason for Rejection
100	0000	2300	1180	90	\$99.00	Secretary Salary	


Below the table is another 'Back' button. At the bottom, the breadcrumb trail is repeated: 'File Submission List > File Submission Detail > File Submission Warning List'.

Files with warnings and no errors are assigned Pending status until they are approved or rejected by the state authority. Files with Rejected warnings must be corrected and resubmitted. Files with Approved warnings will be processed but all warnings must be corrected in the fourth quarter of the fiscal year.

Note: No action can be taken on warnings until all Errors in the file are fixed.

B. Errors

The File Submission Error List screen displays the details of the errors that occurred during the file upload process. If you click the hyperlink in the Errors column on the Home Page screen, the File Submission Error List screen displays the corresponding submission errors. This screen may also be accessed from the File Submission List screen.



Maine Education Data Management System

Menu : Home Page Sub-Menu :

[Help](#)
[Logoff](#)
[MEDMS Application](#)

File Submission Error List

[File Submission List](#) > [File Submission Detail](#) > File Submission Error List

SAU: Falmouth School Department

Submission Type: Budget - Revenue

Status: Failed

Upload Period: Quarter: 4

Fiscal Year: 2006

Num. Records: 33

Errors: 20

Warnings:

Date Submitted: 12/15/2006 10:12:29 AM

Submitted By: Automation

Error: All

Search Results: 20 record(s) found.

E101 - Fund Code not found in the MDOE Handbook Database or in your SAU extended code List			
Fund	Revenue	Amount	Title
320	3000	\$19,404.00	PER PUPIL PROF DEV REVENUE
360	3000	\$0.00	HS SUMMER ACADEMY TUITION
530	3000	\$0.00	SUMMER MATH INSTITUTE REVENUE
630	1990	\$0.00	SOCCER BOOSTER RECEIPTS
650	1990	\$0.00	FIELD HOCKEY BOOSTER REVENUE
720	1990	\$0.00	PTO MINI GRANT REVENUE
740	1000	\$0.00	FEF HS CAP CAMPAIGN REVENUE
750	3000	\$0.00	MS PLAYGROUND RECEIPTS
760	3000	\$0.00	LAPTOP INSURANCE RECEIPTS
770	3000	\$0.00	FEF GRANT RECEIPTS
780	3000	\$0.00	WOOD TRUST DONATIONS

Note: Files with Errors must be corrected and resubmitted.

V. Supplementary Documents

Additional attachments in form of supplementary documents can be submitted from the File Submission List screen in support of the financial submissions as required by the Department of Education. Examples of supplementary documents include:

1. Budget articles
2. Vote declarations
3. Meeting minutes

MEDMS/FS accepts various formats of the supplementary documents such as Word, PDF and Excel. To submit a document, click Browse to attach the file. The Choose File dialog box is displayed, navigate and locate the file. Click Open (the selected file is displayed) and then click Upload.

Supplementary Documents

* Indicates a Required Field

Document to Attach:

* Submission Type:

* Fiscal Year:

Description:

VI. Completing File Submissions

The final step in submitting files is to complete the sign off procedure. This moves Approved files to Completed status and sends the data to the Data Warehouse where it is available for reporting.

Path: Menu → Financial Submissions → Click Go. The Sub-Menu options are populated → select Financial Data Submissions → Go and the File Submission List screen will be displayed. You may also complete this task from the Home Page.

File Submission List

File Submission List

SAU:

Submission Type:

Status:

Upload Period: Quarter: Fiscal Year:

Submitted From: To:

Search Results: 1 record(s) found.

Submissions							
	SAU	Status	Upload Period	Num. Records	Errors	Warnings	Date Submitted
Details	Falmouth School Department	Approved	Q2 2006	4	0	0	Actual - Expenditure 12/20/2006 4:55:27 PM

Note: The submission must be in Approved Status in order to be completed.

In the Submissions table, select the file you want to complete by clicking the Details hyperlink. The File Submission Detail screen is displayed.

File Submission Detail

[File Submission List](#) > File Submission Detail

[Accounting Handbook](#)

SAU: Falmouth School Department	Num. Records: 4	
Submission Type: Actual - Expenditure	Errors:	
Status: Approved	Warnings:	
Upload Period: Quarter: 2	Date Submitted: 12/20/2006 4:55:27 PM	
Fiscal Year: 2006	Submitted By: SAU	

Search Results - 4 records found.

Submission Records						
Fund Code	Program Code	Function Code	Object Code	Cost Center	Amount	Title
100	0000	2300	3450	90	\$1.00	Legal fees
100	0000	2300	1180	90	\$2.00	Secretary Salary
100	0000	2300	2040	90	\$2.00	Superintendent Benefits
100	0000	2300	1040	90	\$4.00	Superintendent Salary

Amount Total:

Click the Complete Submission button. The File Submission Detail Sign Off screen is displayed.

File Submission Detail

[File Submission List](#) > File Submission Detail

[Accounting Handbook](#)

SAU: Falmouth School Department	Num. Records: 4	
Submission Type: Actual - Expenditure	Errors:	
Status: Approved	Warnings:	
Upload Period: Quarter: 2	Date Submitted: 12/20/2006 4:55:27 PM	
Fiscal Year: 2006	Submitted By: SAU	

I certify that the information contained herein is accurate to the best of my knowledge and belief.

☐ I agree to the above statement.

Click on the 'I agree to the above statement' check box and click the Sign Off button. The screen refreshes and displays 'The submission has been completed'.